

DAILY TIME RECORD**CASTIL, JHONAVEL R.**

(NAME)

For the month of
December 1 - 31, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	VL					Absent
2-THU	7:53	12:15	12:17	5:n	4hrs	4hrs
3-FRI	8:17	12:33	12:35	5:n	4hrs 17mins	3hrs 43mins
4-SAT						Off
5-SUN						Off
6-MON	7:47	12:44	12:45	5:n	4hrs	4hrs
7-TUE	7:30	12:21	12:22	5:n	4hrs	4hrs
8-WED	9:40	12:25			8hrs (HOLIDAY)	
9-THU	8:49	12:n	12:30	5:n		Absent
10-FRI	8:32	12:41	12:42	5:n	4hrs 32mins	3hrs 28mins
11-SAT						Off
12-SUN						Off
13-MON	8:07	12:37	12:38	5:n	4hrs 7mins	3hrs 53mins
14-TUE	8:21	12:26	12:27	5:n	4hrs 21mins	3hrs 39mins
15-WED	8:26	12:n			(Half day work suspension)	
16-THU						Absent
17-FRI						Absent
18-SAT						Off
19-SUN						Off
20-MON	8:45	12:n	12:30	5:n		Absent
21-TUE	8:n	12:n	12:30	5:n		Absent
22-WED	8:39	12:n			Half day leave	Absent
23-THU						Absent
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON						Absent
28-TUE						Absent
29-WED						Absent
30-THU						Absent
31-FRI						Absent

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.


JHONAVEL R. CASTIL

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head
 Accounting Office

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21-TUE	8:n	12:n	12:30	5:n		Absent
22-WED	8:39	12:n			(Half day)	Absent
23-THU	VL					Absent
24-FRI	VL				(Half day holiday)	Absent
25-SAT						Off
26-SUN						Off
27-MON						Absent
28-TUE						Absent
29-WED						Absent
30-THU						Absent
31-FRI	EL				(Half day holiday)	Absent

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